Search for Available Rooms in Astra Schedule

The following topics are covered in this document:

1. Check room availability in a specific building
2. Search for an available room in any or all buildings using the search wizard
3. Check room availability in selected buildings using the calendar search filter

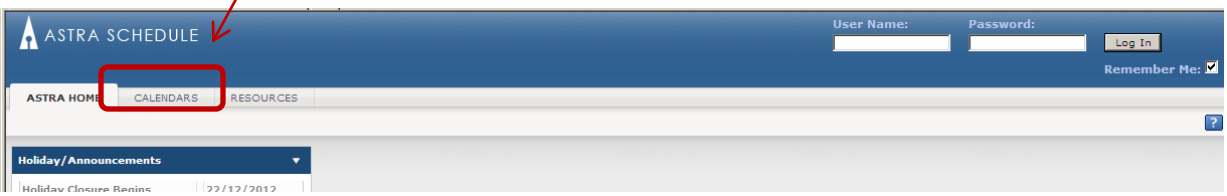
Note: Complete the Room Booking Request form at http://umanitoba.ca/roombooking/ to submit your request for room booking.

Copy or type the URL below into your browser. Recommended browsers: current versions of Internet Explorer; Mozilla Firefox , Safari, Google Chrome

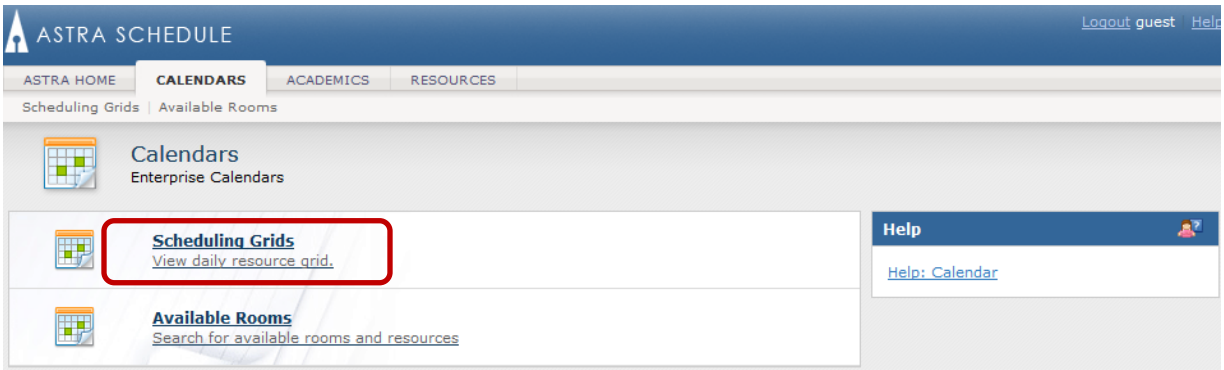
http://astraprod.cc.umanitoba.ca/Astprod/Portal/GuestPortal.aspx

Check Room Availability (find an available room in a specific building)

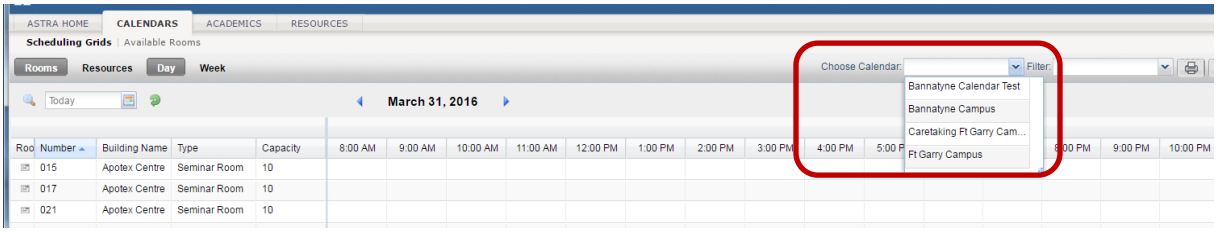
1. Click on the **Calendars** tab. *A userid and password are not required.*



2. Click on **Scheduling Grids**

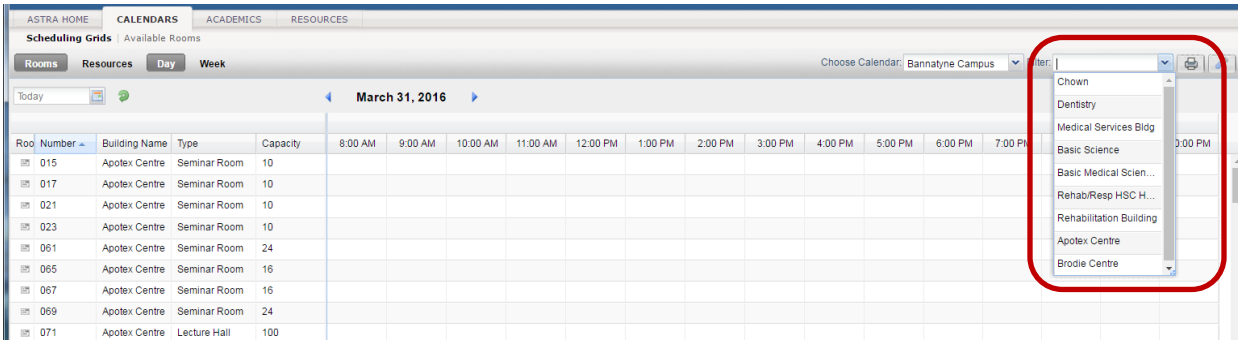


3. Select the desired calendar from **Choose Calendar** (Bannatyne Campus or Ft Garry Campus)

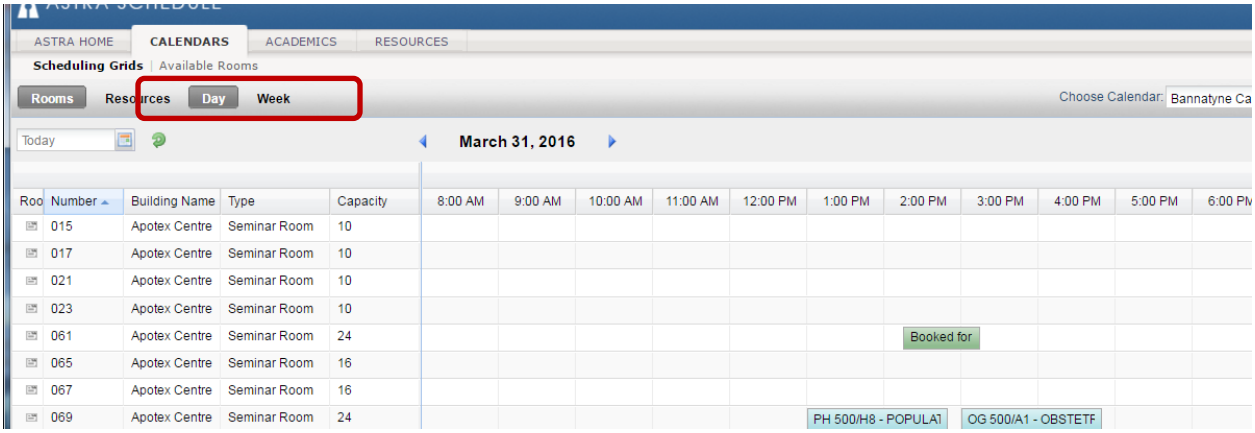


4. Select the desired building from the **Filter** dropdown list

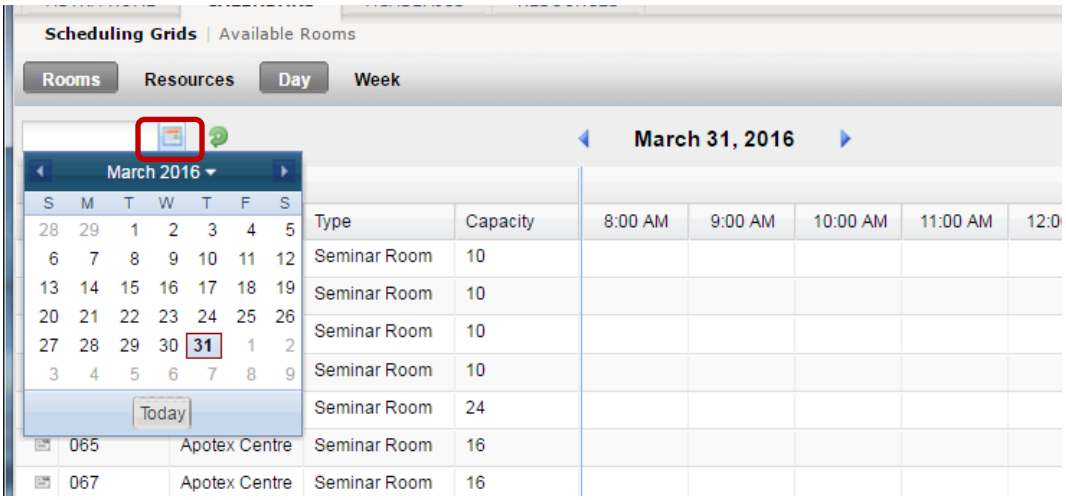
   Note: Use the vertical scroll bar to find the building you wish to view. Expand the width of the field by dragging the bottom right corner.



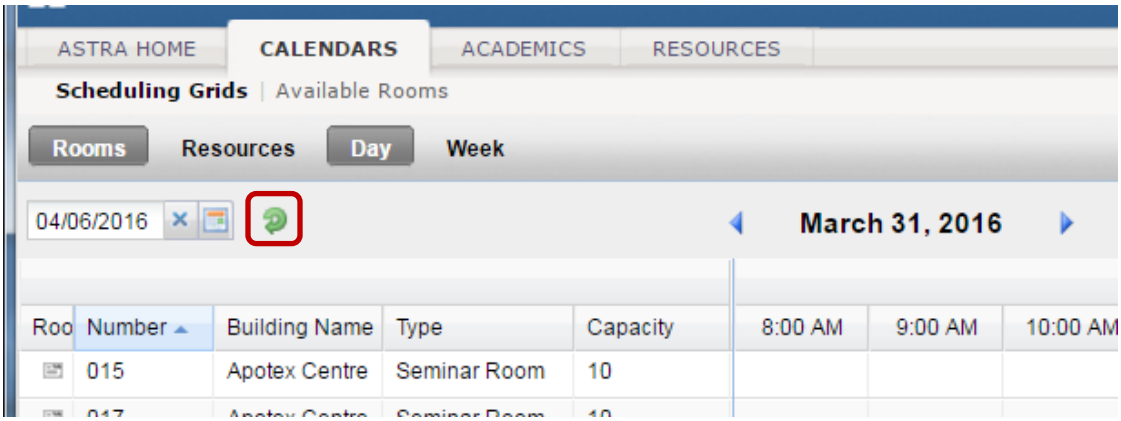
5. Select **Day** or **Week** view of the calendar- click on the appropriate tab

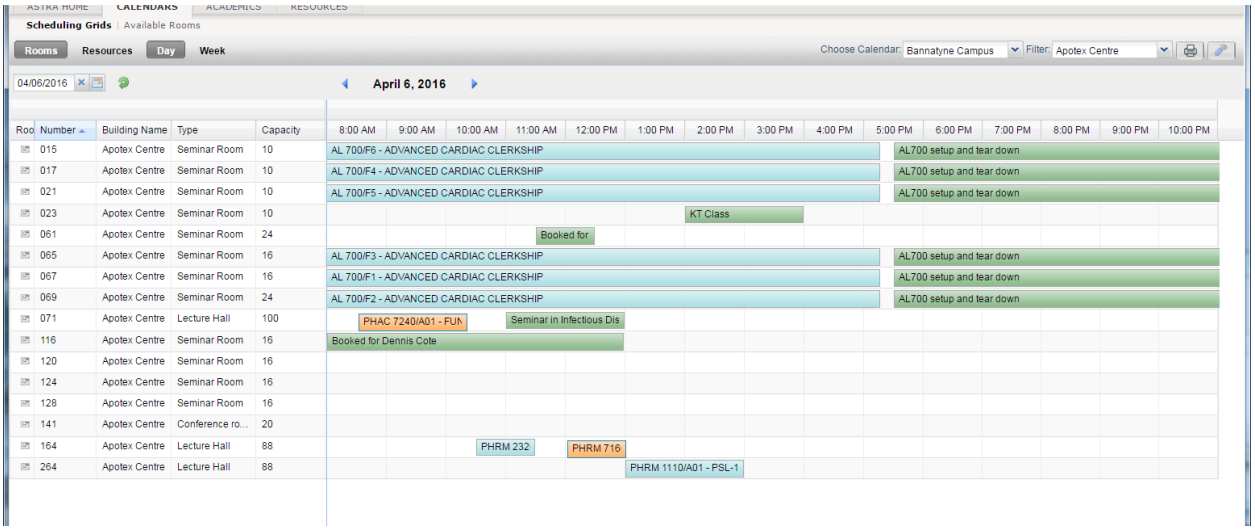


6. Select a **specific date** - click on the **mini calendar** next to the Day/Week tabs, and select the desired date



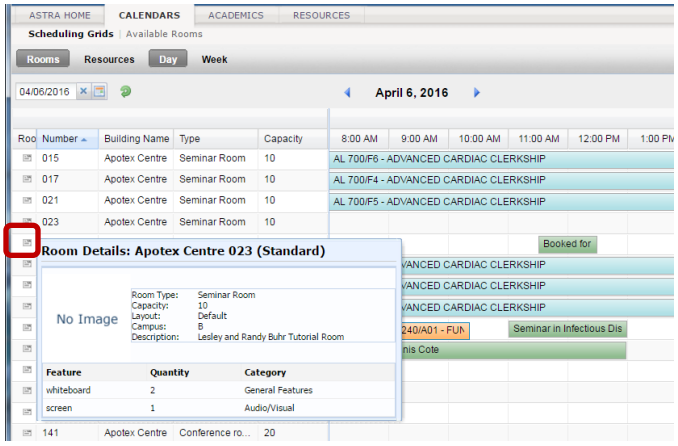
7. Click on the **Update Results** button to retrieve the calendar for the selected date.





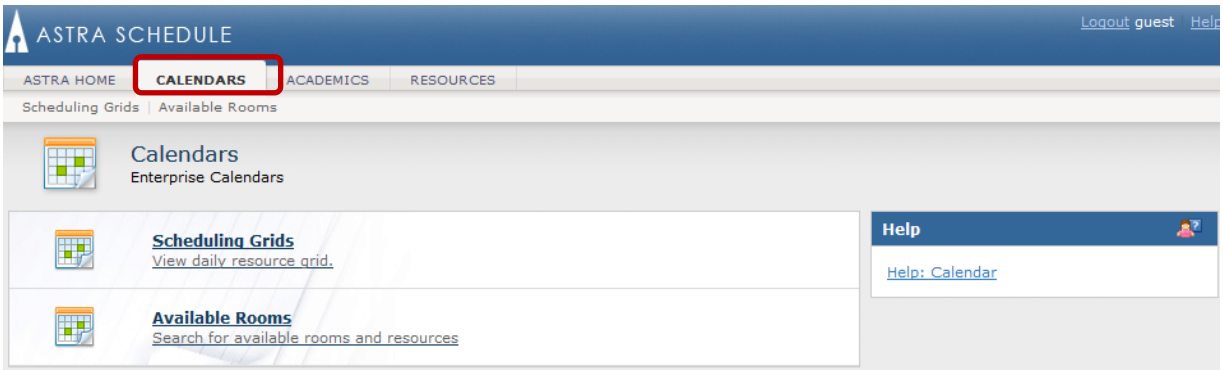
- White space on the calendar is available space.

8. View the **room details** - hover over the button next to the building and room number to open a window that shows an image of the room, the room type, and technology installed in the room.

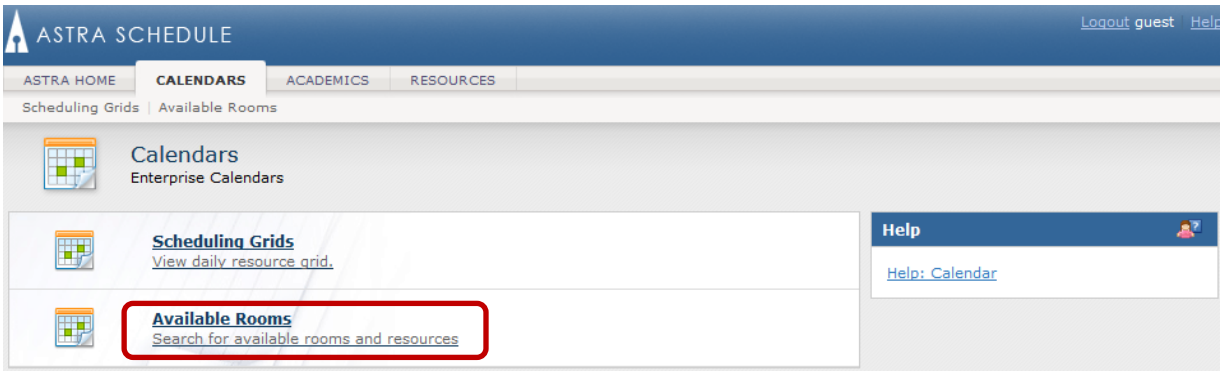


Search for An Available Room using the Search Wizard (search for an available room in any or all buildings)

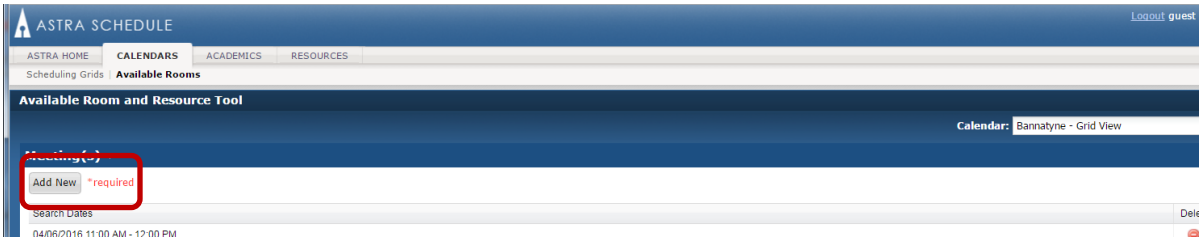
1. Click on the **Calendars** tab. *A userid and password are not required.*



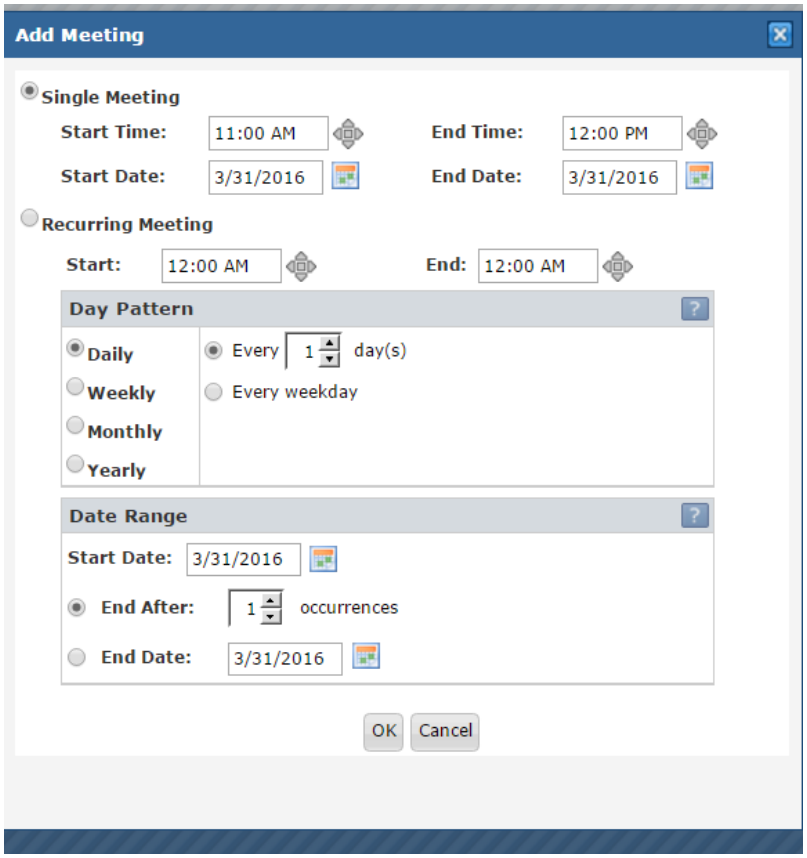
2. Click on **Available Rooms**



3. Click on **Add New** to enter the date and time to search



4. Use the **Single Meeting** section to enter the start and end date and time for a single date. Use the **Recurring Meeting** section to enter the day pattern and date range for recurring dates. Click **OK**

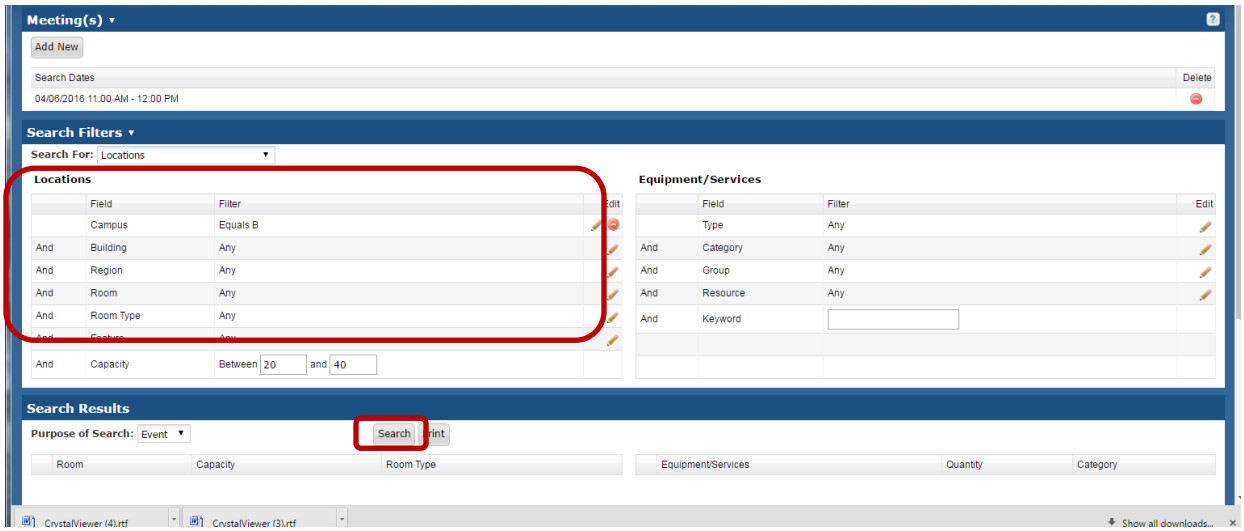


5. Click on the **pencil buttons** under **Locations** to enter desired search criteria (it is not necessary to select all criteria). Enter minimum and maximum capacity in the capacity field.

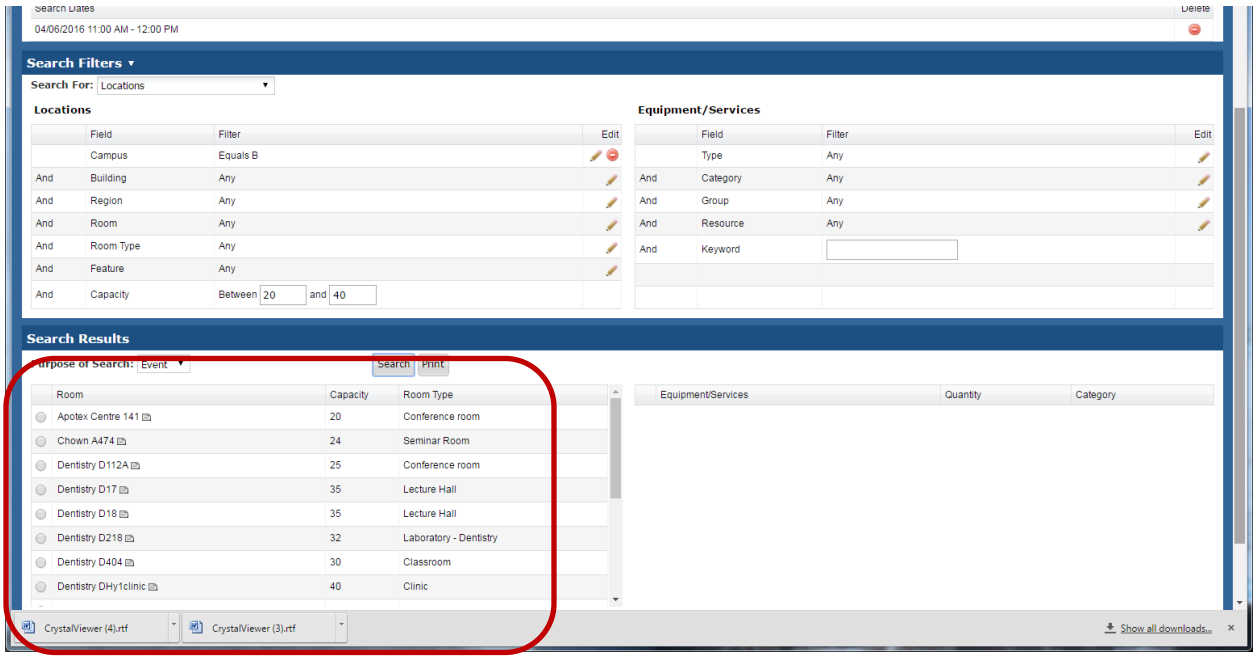
   Note: to search for a room in all of the buildings on the Bannatyne Campus, select **Bannatyne Campus – All Rooms** from the Region Filter.

   - Note: Equipment/Services search criteria is not used.

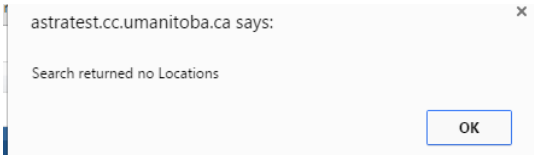
6. Click **Search** (it may take a few moments for the results to be displayed)



- Available rooms matching your search criteria will be displayed under **Search Results**

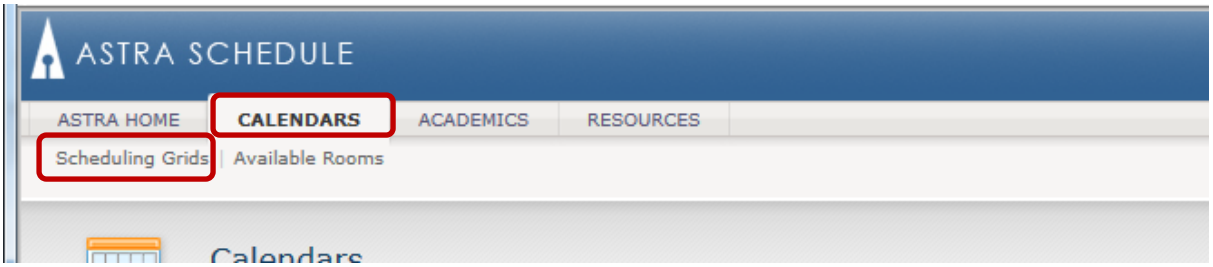


- If there are no available rooms matching the search criteria, the message 'Search Returned no Locations' will be displayed.

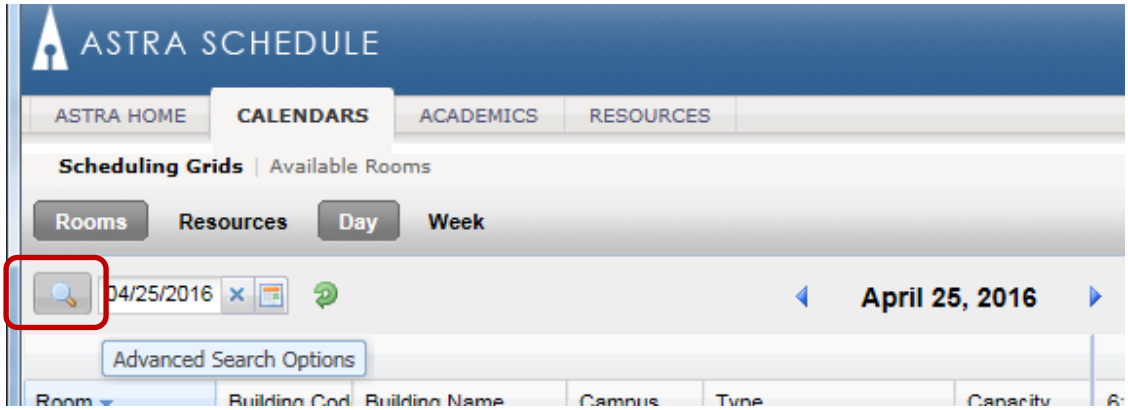


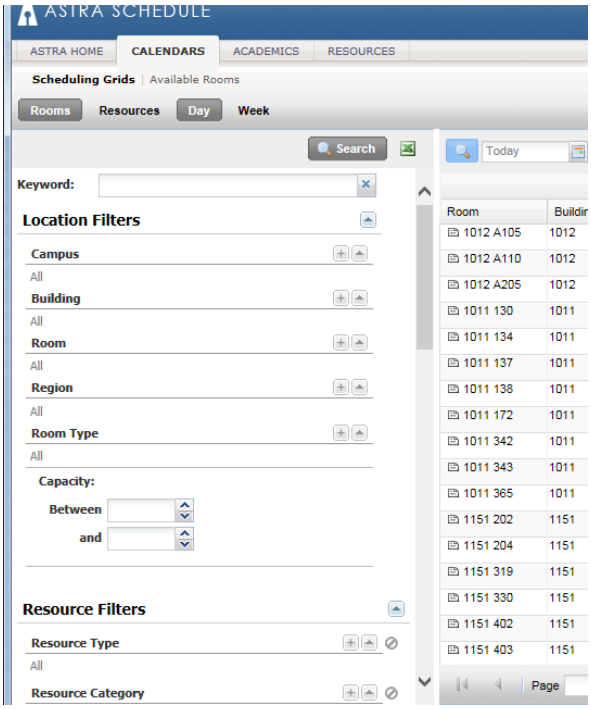
<u>Check Room Availability using the Calendar Search Filter</u> (search for an available room in selected buildings)

1. Click on the **Calendars** tab, then **Scheduling Grid**. *A userid and password are not required.*

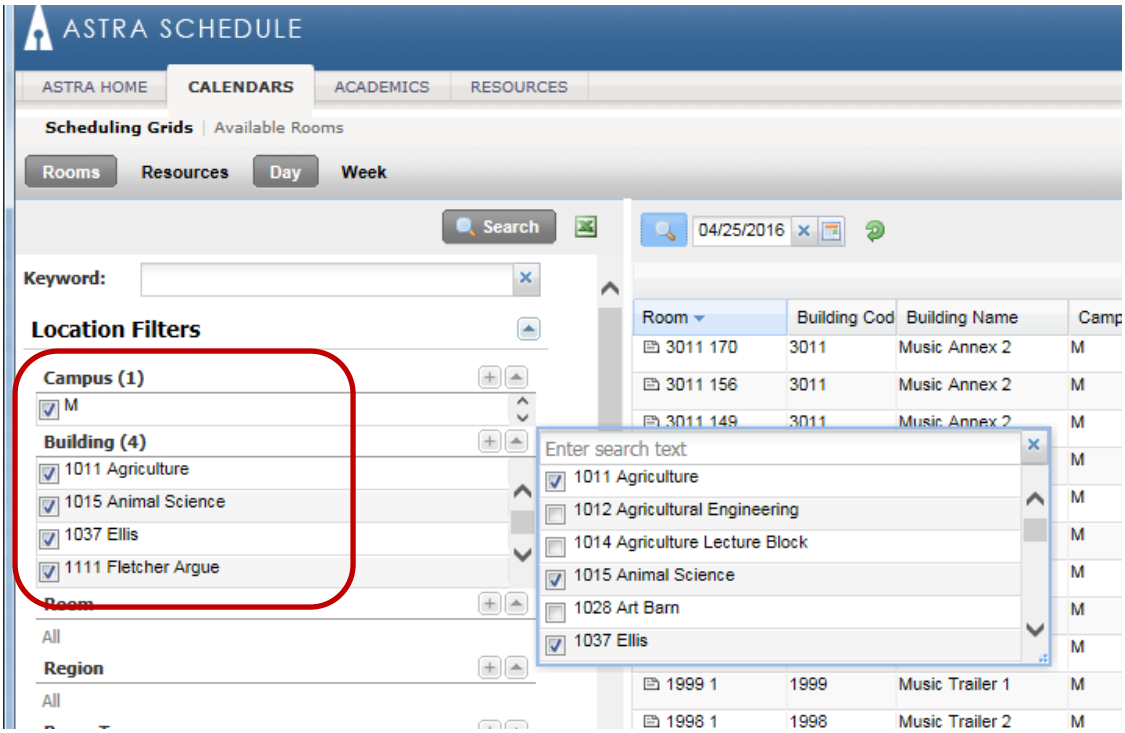


2. Click on the **Advanced Search Options** button found in the top left of the screen to open the filter panel.

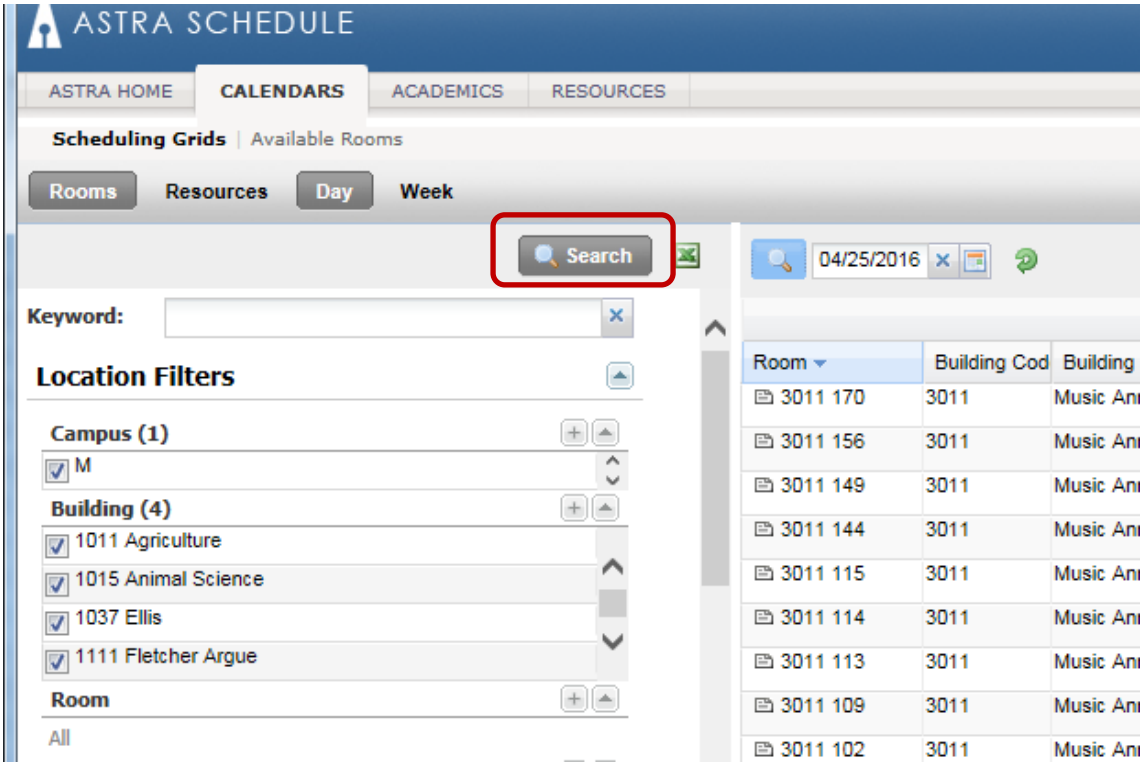


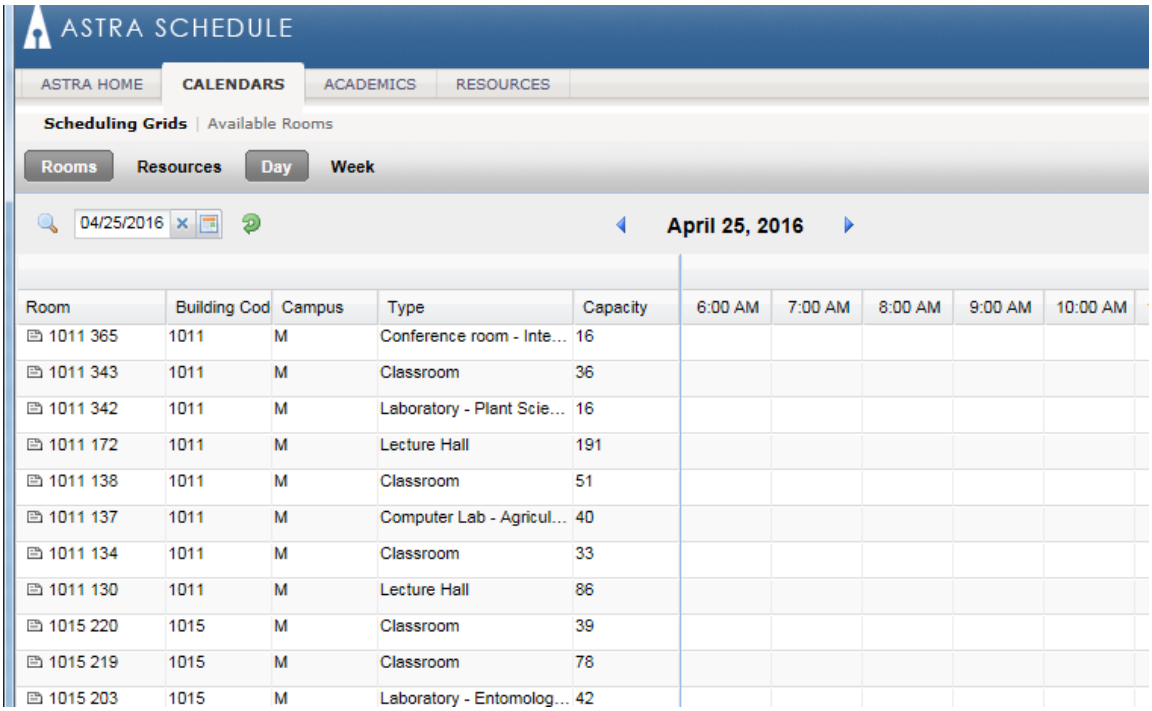


3. Select the desired **Campus** and **Building(s)** to search. Click on the **+** next to **Campus** and **Building**. Multiple buildings can be selected by checking the boxes next to the desired building names.



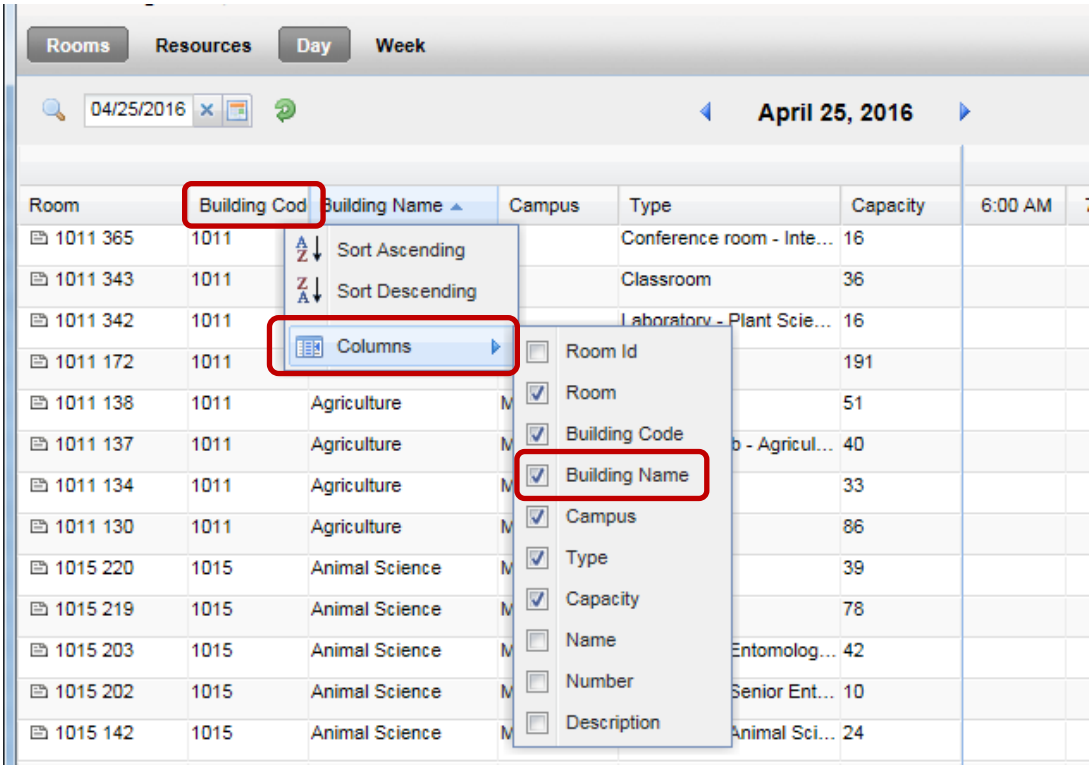
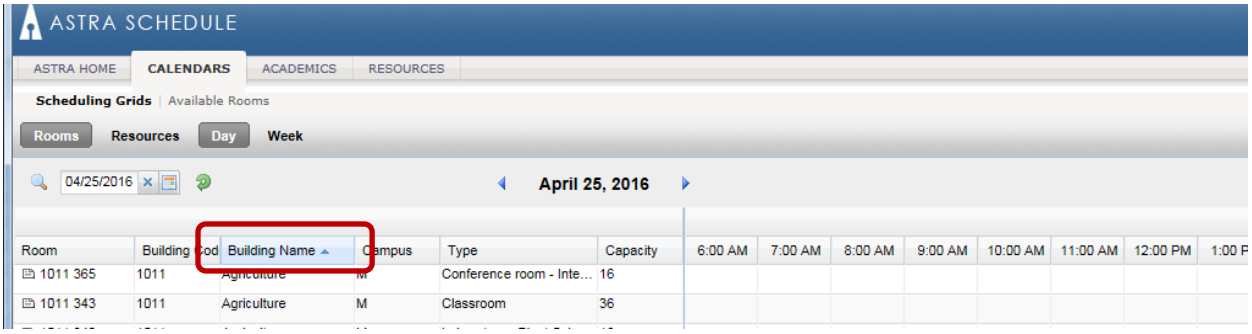
4. Click the **Search** button to retrieve the calendar with the rooms in the selected building(s).





Note: The first time you retrieve this information you should add the building name to the columns displayed:

- Click on the drop down arrow in the **Building Code** column header
- Click on **Columns**
- Check the box next **to Building Name**



Note: You can sort the list alphabetically by building name by clicking on the **Building Name** column header.